

**Program/Project Manager Responsibilities
for the Initial Confirmation Review Process
(Contact Jim Greaves with any questions)
9/17/04**

The Initial Confirmation Readiness Review (ICRR)

- An ICRR will be held with the Center Director and the Goddard PMC as the first step in the initial confirmation review process. The ultimate goal is to obtain HQ approval for the proposed mission to proceed from Phase A to Phase B.
- In order to avoid conflicts, the ICRR should be scheduled as early as possible – typically 2 to 3 months before the intended review. As with any PMC meeting, this is done through the PMC Secretary (currently Mary-Eileen Leszcz).
- Once the ICRR is scheduled, a follow-up meeting with the Center Director and the Initial Confirmation Review itself at HQ should be scheduled through the lead secretary for Code 400 (see below). You should plan a one-month separation between the ICRR and the Initial Confirmation Review at HQ to allow time to close out any issues.
- The date of the ICRR should be coordinated with other principal parties such as independent assessment teams.
- A representative of the appropriate HQ Directorate AA should be invited to participate, as well as the Program Executive and Program Scientist.
- You should plan on a 3- to 4-hour time block for the ICRR.
- Ensure there is adequate time for each presentation (nominally 40 charts per hour of planned presentation time). Leave time for discussion.
- Make sure that each presenter brings at least 20 hard copies of their presentation for distribution to the attendees. To the extent possible, all presentations should be combined into a single set of charts.
- Typical components of a ICRR include the following:
 - Science Overview (including full & minimum science requirements)
 - Mission Overview (description, organization/partners, cost, schedule, reserves, risks, etc)
 - Independent Technical, Management, Cost (TMC) Report
 - Project responses to the TMC
- At both the ICRR at Goddard and the Initial Confirmation Review at HQ, you should present a table summarizing compliance with the Phase A to Phase B checklist found in the September 2002 Space Science Management Handbook. A copy of the checklist is posted on our web page
- Chart packages from previous ICRR's are posted on our web site.

Center Director to AA Letter

- Draft a brief (ideally, less than 2 pages) letter from the Center Director to the HQ Directorate AA summarizing the conclusions of the ICRR.
- Leave adequate time for the Deputy Center Director to review the letter before the follow-up meeting with the Center Director (see next section).
- The letter should include:
 - When the review was held & scope of the review
 - Any unique issues and recommendations related to cost & schedule constraints
 - A concluding statement indicating our readiness to proceed into Phase B
- Sample letters from past missions are posted on our web site.

Meeting with Center Director

- This meeting (and the Initial Confirmation Review at HQ) should be scheduled as soon as the ICRR date is set. It should be scheduled through the lead Code 400 secretary.
- This meeting should be held one week prior to the Initial Confirmation Review at HQ.
- Typical duration is one half hour
- Participants typically include the Deputy Center Director, the Head of 400, the Program Manager, the Project Manager, and the Project Scientist. Someone from AETD should also be invited.
- The purpose of this meeting is to review our readiness for the HQ Initial Confirmation Review. The format is sitting around the table, not a presentation.
- Depending upon the changes required, the Center Director will sign the AA letter at this meeting or shortly thereafter.

The Initial Confirmation Review (ICR)

- This meeting should be scheduled as soon as the ICRR date is set. If at all possible, it should be scheduled through the lead Code 400 secretary. (You should discourage your Program Executive or equivalent from scheduling the Initial Confirmation Review independent of the ICRR schedule.)
- The Initial Confirmation Review should take place one month after the ICRR.
- Typically, these reviews are two to three hours long, but you should work with your HQ counterpart to get a feel of how much detail they want to hear.
- At least one representative from Code 100 must attend.
- Other invitees should include the Head of 400, the Program Scientist, Program Executive, the PI (if any), and the Implementing Center Director (if appropriate)
- The Center Director's letter is delivered at the meeting
- The presentations are generally a condensed version of the ICRR.